

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
FINANCE DEPARTMENT, PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23
Warrenton, Virginia 20186
Phone: (540) 428-8713 Fax: (540) 347-5753

NOTICE OF CONTRACT RENEWAL

1. DATE: January 30, 2006
2. COMMODITY NAME: Open-Ended A/E Services – Civil Engineering, Landscape Architecture
3. CONTRACT NUMBERS: ccl02-05C; AC02-05C; BN02-05C; LPDA02-05C; RBA02-05C
4. RENEWAL PERIOD: February 23, 2006 through February 22, 2007
5. RENEWAL OPTIONS: One (1) One Year Period remains
6. CONTRACTORS: *(Patton Harris Rust & Associates contract was not renewed)*

(V/N 641346) christopher consultants, ltd. (Level II, Civil)
7215 Gateway Court
Manassas, VA 20109
PH (703) 393-9887 FX (703) 393-9076

(V/N 635825) Alpha Corporation (Level I & II, Civil)
21351 Ridgetop Circle, Suite 200
Dulles, VA 20166
PH (703) 450-0800 FX (703) 450-0043

(V/N 641347) Burgess & Niple, Incorporated (Level I & II, Civil)
4160 Pleasant Valley Road
Chantilly, VA 20151
PH (703) 631-9630 FX (703) 631-6041

(V/N 639869) Land Planning & Design Assoc., Inc. (Level I&II, L)
310 East Main Street, Suite 200
Charlottesville, VA 22902
PH (434) 296-2108 FX (434) 296-2109

(V/N 631345) The RBA Group (Level I & II, Landscape)
7164 Columbia Gateway Drive, Suite 205
Columbia, MD 21046
PH (410) 312-0966 FX (410) 312-0897
7. TERMS: Net 45

8. FOR FURTHER
INFORMATION CONTACT: Susan R. Monaco, CPPB
PH (540) 428-8713

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: _____
Susan Monaco, CPPB
Procurement Manager

INSTRUCTIONS

1. Orders: All Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.

PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR OPEN-END ARCHITECTURAL SERVICES:

Types of Project Orders:

Reminder: Firms have agreed to provide services for either Level I, projects from \$500 - \$30,000, Level II, projects over \$30,000, or both, as noted on page one and each Fee Schedule page.

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Firm cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Firm's billing request.

Procedures for Ordering Services

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Firm. At the Firm's expense, the Firm shall visit the site and prepare a detailed proposal for accomplishing the services. The Firm shall determine feasibility of the proposed budget at this time. The Firm shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

The Using Department will evaluate the Firm's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Firm. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Firm to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Firm shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Firm assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Open-End firm based on its evaluation of each Firm's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Purchase Order Restriction/Maximum Fee Limitation: No individual purchase order fee shall exceed \$100,000. If a project is expected to be over this amount, requirements shall be forwarded to the Procurement Division and a separate RFP will be done for that project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

No modification can be made which will increase the original purchase order price by more than twenty-five percent (25%) or \$50,000, whichever is greater or exceed the purchase order limits established above, without the approval of the Board of Supervisors or the School Board, as the case may be.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications, which shall be added to or deducted from the total contract amount.

- B. The written modification shall direct the Firm to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefore. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
 3. Approval of Firm's invoice is the responsibility of the receiving using department.
 4. Any complaint as to quality of services or violation of contract provisions by the Firm shall be reported to the Procurement Division for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
 5. Renewals: As stated on the face of this notice, only one (1) one-year term remains on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
 6. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. The contract officer must approve all price increases. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
 7. Evaluation of Services: At the conclusion of any project performed under this contract, or periodically throughout the project, the Using Department is requested to complete the attached Evaluation Form and return to the Procurement Division. This will be kept in the contract file for renewal and contract performance purposes.

FEE SCHEDULE, Contract # ccl02-05C

christopher consultants, ltd.
7215 Gateway Court
Manassas, VA 20109

Phone: (703) 393-9887
Fax: (703) 393-9076

Associate/Sr. Project Manager: Lance K. Kilby, P.E., D.P.E.
Civil Engineering (Level II only)

Classification	Hourly Rate
Principal	\$ 175.00
Director of Design/Survey	\$ 150.00
Expert Witness Testimony	\$ 250.00
Sr. Project Manager, Senior Survey Coordinator	\$ 125.00
Project Manager, Survey Coordinator	\$ 115.00
Sr. Engineer, Sr. Surveyor, Sr. Planner	\$ 95.00
Engineer II, Surveyor II, Planner II	\$ 90.00
CAD Designer	\$ 90.00
Certified Arborist	\$ 90.00
Engineer I, Surveyor I, Planner I	\$ 80.00
Sr. CAD Operator	\$ 75.00
CAD Operator II	\$ 65.00
CAD Operator I	\$ 45.00
GPS Survey Party	\$ 150.00
Field Party	\$ 130.00
Clerical	\$ 45.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation; fees listed below.

Direct costs including photo reductions, enlargements, research photo copies, certified mail costs, etc.

Cost + 10%

Mileage – charged at the prevailing government rate

Reproducibles:

Blue prints, \$ 0.20/sq. ft. Mylars, \$ 2.60/sq. ft. Bond Plots, \$.75/sq. ft.

Vellum Plots, \$ 1.50/sq. ft. Color Plots, \$ 2.00/sq. ft.

In-house scanned images \$ 4.55/sq. ft.

Computer disks or e-mail data transfers, \$55.00

Conversion of Computer data at contract hourly rates

Digital photographs, \$ 2.50/photo

FEE SCHEDULE, Contract AC02-05C

Alpha Corporation
21351 Ridgetop Circle, Suite 200
Dulles, VA 20166

Phone: (703) 450-0800
Fax: (703) 450-0043

President: Jeffrey W. Lindsey, P.E.
Project Manager: Johann Dobak, P.E.

Civil Engineering (Level I & II)

Classification	Hourly Rate
Principal	\$ 151.17
Project Manager	\$ 109.61
Senior Civil Engineer	\$ 95.33
Civil Engineer	\$ 76.20
Senior Traffic Engineer	\$ 133.62
Traffic Engineer	\$ 78.34
Sanitary Engineer	\$ 75.55
CADD	\$ 58.79
Survey Crew	\$ 110.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

FEE SCHEDULE, Contract BN02-05C

Burgess & Niple, Incorporated
 4160 Pleasant Valley Road
 Chantilly, VA 20151

Phone: (703) 631-9630
 Fax: (703) 631-6041

Vice President/Project Officer: Dennis M. Thomas, P.E.
 Project Manager: William Putman, P.E.

Civil Engineering (Level I & II)

Classification	Hourly Rate
Principal (PR)	\$ 165.00
Sr. Project Manager (SPM)	\$ 150.00
Task Manager (PM)	\$ 140.00
Sr. Project Engineer/Surveyor (SPE/SPS)	\$ 115.00
Project Engineer/Surveyor (PE/PS)	\$ 95.00
Engineer/Surveyor (E/S)	\$ 80.00
Sr. CADD Tech (SCT)	\$ 70.00
CADD Tech (CT)	\$ 65.00
Environmental Specialist III (ES)	\$ 100.00
Environmental Specialist II	\$ 60.00
Field Tech-III (FT-III)	\$ 55.00
Field Tech-II (FT-II)	\$ 50.00
Field Tech-I (FT-I)	\$ 45.00
1-Man Field Party (1MFP)*	\$ 90.00
2-Man Field Party (2 MFP)*	\$ 125.00
3-Man Field Party (3 MFP)*	\$ 160.00
Plans Processor	\$ 70.00
Clerical	\$ 60.00

* Includes use of robotics or GPS at no additional cost.

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation; fees listed below.

Direct Expenses:

Photocopying	\$.10/sheet
Blueprints	\$.25/SF
Sepia Mylars	\$ 2.00/SF
Mileage	\$.475/mile
CADD or computer time	\$ 4.00/hour
Computer Disk With Project File	\$ 10.00/each
Other direct expenses	Cost X 1.10

FEE SCHEDULE, Contract # LPDA02-05C

Land Planning & Design Associates, Incorporated
 310 East Main Street, Suite 200
 Charlottesville, VA 22902

Phone: (434) 296-2108
 Fax: (434) 296-2109

President/Project Manager: William R. Mechnick, ASLA

Landscape Architecture (Level I & II) (fees revised for Feb. 2006-2007)

Classification	Hourly Rate
Principal-in-Charge/Landscape Architect	\$ 115.00
Principal/Landscape Architect	\$ 100.00
Project Manager/Landscape Architect	\$ 80.00
Project Designer/Junior Landscape Architect	\$ 60.00
Clerical	\$ 50.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation; fees listed below.

Automobile/Travel \$.405/mile; tolls, parking charges at cost

	CADD Plots 24" X 36"	CADD Plots half-size
Mylar	\$ 15.00	\$ 7.50
Bond	\$ 1.25	\$.65
Vellum	\$ 13.50	\$ 6.75
Color Plots	\$ 50.00	\$25.00

Color larger than 24" X 36" \$ 65.00

Copies: Letter size, B&W \$.11 Letter size, Color \$.89 Legal Size \$.15
 11" X 17" B&W \$.30 11" X 17", Color \$ 1.75
 Sticky Backs Per Sheet \$ 1.50

All other normal and incidental project expenses will be billed at 115% (or 15% markup) of actual costs to cover administrative and handling costs.

FEE SCHEDULE, Contract # RBA02-05C

The RBA Group
 7164 Columbia Gateway Dr., Suite 205
 Columbia, MD 21046

Phone: (410) 312-0966
 Fax: (410) 312-0897

Director of Planning/Landscape Architecture: Joseph Malandruccolo, R.L.A.
 Client Manager: Robert W. Nelson, P.E.

Landscape Architecture (Level I & II)

Classification	Hourly Rate
Vice President	\$ 160.00
Landscape Architecture Director	\$ 105.00
Principal/Landscape Architect	\$ 98.00
Senior Landscape Architect	\$ 84.00
Landscape Architect	\$ 72.00
Principal Planner	\$ 98.00
Senior Planner	\$ 84.00
Planner	\$ 72.00
Principal Technician/CADD	\$ 68.00
Senior Technician/CADD	\$ 60.00
Technician/CADD	\$ 51.00
Administration, Office Aide	\$ 40.00
Administrative Assistant	\$ 61.00
Technical Aide/Specialist	\$ 66.00

Reimbursables

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation.

CONTRACT EVALUATION

Date: _____

Return To: **Susan Monaco, Procurement Division, 428-8713**

The Fauquier County Government and Public Schools Procurement Division is requesting that Using Departments complete this form either periodically or upon completion of any project under Contract #02-05C, Open-End A/E Services – Civil Engineering, Landscape Architecture. Please complete this questionnaire and return it along with any supplemental comments or suggestions.

Firm Name: _____

Project Description: _____

RATE CONTRACTOR'S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling).

- | | | | | | | |
|---|---|---|---|---|---|----------------------------|
| 1. Overall Evaluation: (Unsatisfactory) | 1 | 2 | 3 | 4 | 5 | (Satisfactory) |
| 2. Performance (Late/Early) | 1 | 2 | 3 | 4 | 5 | (On Time) |
| 3. Quality of Services (Unacceptable) | 1 | 2 | 3 | 4 | 5 | (Acceptable) |
| 4. Number of Complaints (High) | 1 | 2 | 3 | 4 | 5 | (Low) |
| 5. Firm's Responsiveness to requests to correct deficiencies:
(Non-responsive) | 1 | 2 | 3 | 4 | 5 | (prompt corrective action) |

If complaints have been registered, please explain (or attach documentation):

Return to: Susan R. Monaco, CPPB
 Procurement Division
 320 Hospital Dr., Suite 23
 Warrenton, VA 20186
 Fax: (540) 347-5753
 E-mail:
 Susan.monaco@fauquiercounty.gov

Form completed by:

Name_____
Title_____
Agency Name_____
Date_____
Phone Number